

**Annual Application  
FY01 Federal Formula Funds Under  
Title I of The Carl D. Perkins Vocational and Applied  
Technology Education Act Amendments of 1998  
P.L. 105-332**

**Background**

Annual Applications must be submitted each year to apply for funds under Title I of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1998 (Perkins III). Perkins III increased flexibility at the local level allowing school districts and technical colleges to design projects to improve professional-technical education programs based on local needs. The focus on special populations under the previous Act (Perkins II) was replaced with increased accountability. The increased accountability is based on four core indicators of performance which students enrolled in professional-technical education must meet.

**Changes in the Perkins Law**

- Perkins III shifted the emphasis from special populations to increased accountability for students enrolled in professional-technical education. If a school district/technical college does not make substantial progress toward meeting the state levels of performance it may be necessary to reallocate Perkins III funds to projects designed to overcome local performance deficiencies.
- The requirement that school districts provide information on professional-technical education programs to all students prior to the 9<sup>th</sup> grade has been eliminated under Perkins III.
- Although career guidance and academic counseling is allowable for students enrolled in professional-technical education programs, it is **not allowable** for individuals prior to enrollment unless it is part of a program for, and serves, members of special populations as defined by Perkins III.

Programs for special populations which include preliminary intake and related services to individuals prior to enrollment in approved professional-technical education programs is an allowable activity under Perkins III. However, these programs **should result** in (a) enrollment of members of special populations in professional-technical education; (b) retention of special populations students in professional-technical education programs; or (c) employment for members of special populations who graduate from professional-technical education programs.

**SECONDARY/POSTSECONDARY  
SIGNATURE PAGE  
Fiscal Year 2001**

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School District/Institution Name

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Signature of Authorized District or Institution Official

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Date

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Contact Person for the District or Institution

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Title

Address:

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Telephone

**CONSORTIUM  
SIGNATURE PAGE**

**Consortium Members:**

<hr/> <b>School/Institution Name</b>	<hr/> <b>Authorized Official</b>
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## ANNUAL APPLICATION FORM

**A separate application form must be submitted for each project.**

### **PRIOR YEAR PERFORMANCE**

1. Describe the results of the FY 2000 Perkins III funded activities in meeting the State Performance Measures and the goals in the Local Five-Year Plan. (Refer to FY 2000 Performance Measures and Local Five-Year Plan)
2. Describe how Perkins III funds improved professional-technical education programs and student performance during FY 2000.

### **PROJECT DESCRIPTION**

1. Describe the specific problem to be solved or the student need to be met.
2. Describe the project activities that will be targeted to continuously improve student and program performance. All activities must be in compliance with local use of funds. **(See Attachment A, Local Uses of Funds)**
3. Describe the expected outcome.
4. Describe how members of special populations will be included in the project.
5. Describe how the project will improve student and program performance.
6. Describe the target population to be served by this project.

## **EVALUATION**

**Local Evaluations must be based on the state performance measures.** State performance measures form the basis of the local evaluation and are applicable to the entire professional-technical education program.

Describe the process that will be used to evaluate the project and who will conduct the evaluation.

## **LOCAL FIVE-YEAR PLAN MODIFICATIONS**

As a result of this year's activities, describe what modifications, if any, are necessary to the Local Five-Year Plan. If the annual application modifies your Local Five-Year Plan, please explain.

## **CONSORTIUM AGREEMENTS**

A current Consortium Agreement covering Fiscal Year 2001 must be on file with the Division of Professional-Technical Education.

## **BUDGET**

**A Form CS5/10F, State Division of Professional-Technical Education Budget Request must be completed for each project. A Budget Narrative must be completed for each project except Tech Prep.**

**Administration** funds are limited to 5% of the total Perkins III allocation. Administration funds are limited to direct costs associated with the administration of the Perkins funds. **Indirect rates are not allowable.** A Budget Narrative must be included for administration projects.

**Equipment** is defined as "Tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit." **Software is not considered equipment.** All equipment purchases must have prior approval from the State Division of Professional-Technical Education. Approval of the annual application constitutes prior approval of equipment listed in the budget narrative.

**Expenditures made with federal funds must meet the following criteria:**

- Federal funds must be used to supplement **not supplant** state and local resources.
- Costs must be necessary and reasonable for the proper and efficient administration of the program.

**EXAMPLE:** If a Perkins III funded project proposed to serve 100 students it would be reasonable and necessary to purchase materials and supplies for 100 students. It would not be necessary and reasonable to purchase materials and supplies for 200 students.

- Costs must be allocable to the project.

If students other than professional-technical education students are provided services the costs must be prorated based on the number of professional-technical students and other students.

**EXAMPLE:** The total cost for CIS for a school district is \$2,000. The total school district headcount is 4,000 students of which 2,000 (50%) are participating in approved professional-technical education programs. 50% of the total cost for CIS could be paid with federal Perkins III funds.

- Costs must not be a general expense of the recipient.

**EXAMPLE:** If Applied Math is the only math class the school district offers to meet graduation requirements then it is considered to be the general responsibility of the school district. Perkins III funds could not be used to fund any of the costs associated with the Applied Math class.

If the school district offers additional math classes to meet the graduation requirement then Perkins III can be used to fund a prorated portion of the cost of the Applied Math class as long as the funds were used to supplement and not supplant state and local funds.

## **Attachment A**

### **Local Use of Funds**

#### **Required Uses of Funds:**

- strengthen academic and professional-technical skills of students in professional-technical education programs through integration of academic and professional-technical education;
- provide students with strong experience in and understanding of all aspects of an industry;
- develop, improve or expand the use of technology in professional-technical education;
- provide professional development programs to teachers, counselors, and administrators;
- develop and implement evaluations of the professional-technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
- initiate, improve, expand, or modernize quality professional-technical education programs;
- provide services and activities that are of sufficient size, scope and quality to be effective;
- link secondary and postsecondary professional-technical programs, including implementing tech prep programs.

#### **Permissible Uses of Funds:**

- to involve parents, businesses, and labor organizations as appropriate in the design, implementation, and evaluation of professional-technical programs;
- to provide career guidance and academic counseling for professional-technical students;
- to provide work-related experience related to professional-technical education programs;
- to provide programs for special populations;
- for local education and business partnerships;
- to assist Vocational Student Organizations; **(funds may not be used for individual student costs)**
- for mentoring and support services;
- for leasing, purchasing, upgrading or adapting equipment, including instructional aids;
- for teacher preparation programs that assist individuals who are interested in becoming professional-technical instructors, including individuals with experience in business & industry;
- for improving or developing new professional-technical education programs;
- to provide support for family and consumer sciences programs;
- to provide professional-technical education programs for adults and school dropouts to complete their secondary school education;
- to provide assistance to students who have participated in services and activities under this title in finding an appropriate job or continuing education;
- to support nontraditional training and employment activities;
- to support other professional-technical education activities that are consistent with this Act.

**STATE DIVISION of PROFESSIONAL-TECHNICAL EDUCATION  
PROGRAM BUDGET REQUEST**

FORM CS5/10F

1/99

**PROGRAM/PROJECT IDENTIFICATION**

1. DISTRICT/  SCHOOL  TECHNICAL   
CONSORTIUM/ RESPONSIBILITY  
INSTITUTION

2. PROGRAM ID.  PROGRAM CODE  PROJECT   
NUMBER

3. TITLE

4. PRINCIPAL INSTRUCTOR/   
CONTACT PERSON

B.	DESCRIPTION	PROF-TECH ED BUDGET REQUEST	OTHER FUNDING SOURCES	DPTE USE ONLY	
				APPROVAL	COMMENTS
1.	SALARIES & BENEFITS (Include temporary help)				
	TOTAL				
2.	TRAVEL (Include lodging, per diem, and registration)				
	TOTAL				
3.	OTHER EXPENSES (Include professional/contract services)				
	TOTAL				
4.	MATERIAL AND SUPPLIES				
	TOTAL				
5.	EQUIPMENT (NOT ALLOWABLE UNDER SEX EQUITY GRANT)				
	TOTAL				
	GRAND TOTAL				

**NARRATIVE FOR ALL BUDGET ITEMS MUST BE PROVIDED ON THE PROGRAM BUDGET REQUEST NARRATIVE SHEET (PAGE 24)**

SIGNATURES

PROGRAM INSTRUCTOR

SCHOOL ADMINISTRATOR

## PROGRAM BUDGET REQUEST NARRATIVE

1. SALARIES & BENEFITS  
(Include temporary help)

2. TRAVEL  
(Include lodging, per diem, and registration)

3. OTHER EXPENSES  
(Include professional/contract services)

4. MATERIAL AND SUPPLIES

5. EQUIPMENT